

Private Vehicle Modification Assessment/Consultations

Definition: Private vehicle assessment/consultation may be provided once a participant's specific need has been identified and documented in the Support Plan. The scope of the work and specifications must be determined. The criterion used in assessing a participant's need for this service are: 1) The parent or family member cannot transport the individual because the individual cannot get in or out of the vehicle; or 2) the individual can drive but cannot get in or out of the vehicle and a modification to the vehicle would resolve this barrier.

Private vehicle assessment/consultation may include the specific modifications/equipment needed, any follow-up inspection after modifications are completed, training in use of equipment, repairs not covered by warranty, and replacement of parts or equipment. The consultation/assessment does not require submission of bids.

Service Limits: The reimbursement for the Consultation/Assessment may not exceed \$600.00.

Providers: Private Vehicle Assessments/Consultations can be completed by Licensed Medicaid enrolled Occupational or Physical Therapists, Medicaid enrolled Rehabilitation Engineering Technologist, Assistive Technology Practitioners and Assistive Technology Suppliers certified by the Rehabilitation Engineering Society of North America (RESNA), Medicaid enrolled Environmental Access/Consultants/contractors certified by Professional Resource in Management (PRIME) or by vendors contracted through the DSN Board to provide the service.

The individual/agency that is performing the consultation/assessment is not eligible to bid on the actual modification.

Conflict Free Case Management:

In order to honor choice and prevent conflicts of interest, providers of Waiver Case Management services must not provide any other waiver service to the same person. When there is a conflict, the WCM will help the participant understand why a conflict exists and offer a choice of either another WCM provider or another waiver service provider. The Case Manager must then transition the participant to the chosen provider within 60 days.

Arranging for and Authorizing Services: Before proceeding with bid requests, the Private Vehicle Modifications Fact Sheet (*Community Supports Info Sheet-3*) must be given to the participant/legal guardian. The information included in this fact sheet should be fully explained.

Once the participant's specific need has been identified and documented in the Plan and it is determined that Private Vehicle Modifications is the appropriate service to meet the need, the scope of work/specifications must be developed.

Private Vehicle Modification Consultations are sent to the SCDDSN Waiver Administration Division. To initiate the service following approval by the Waiver Administration Division, an electronic authorization must be completed and submitted to the chosen provider. The "non-shareable" indicator should be selected when authorizing the service and the authorization can be printed and faxed to the provider. Include a copy of the authorized bid and the Private Vehicle Modification consultation, if applicable, with the authorization.

It must be determined whether the vendor providing the service has previously provided services to other state agencies.

The WCM must inquire of the vendor whether they have provided services to any other state agency and if so, must request their state vendor number.

- If the vendor providing the service has not provided services to any other state agency, the vendor is not in the state payable system.
- If the vendor has not provided services to any other state agency or is unsure, the WCM must obtain a completed W-9 from the vendor and forward to: AP@DDSN.SC.GOV at the time the service is authorized. This will shorten the length of time for processing payment after completion of the modification.
- When completing the financial manager portion of the Therap electronic authorization, the WCM should choose “Case Management” as the financial manager.
- The modification provider should be directed that their invoice should read DDSN, but it must be sent through the WCM for processing.

Requests for Payment for Private Vehicle Modification Consultations:

Once the modification is completed and the WCM has monitored the modification to ensure satisfaction of the waiver participant, the Case Management organization will submit a request for payment via RBC (a secure DDSN Web Portal). Each Case Management organization will need access to RBC in order to submit payment requests. If your organization does not have access, please put in a helpdesk ticket by sending an email to helpdesk@ddsn.sc.gov.

To request payment for a completed modification, the following information is required:

- Request for Modification Payment Form (located on business tools)
- Invoice from the vendor
- Waiver authorization form

When the work is completed to the satisfaction of the participant/participant’s family, then the above documentation must be scanned and uploaded through the DDSN Web Portal through RBC.

Once the information has been received, it will be reviewed and a payment to the vendor will be issued through DDSN’s Accounts Payable Department. To check the payment status, please send an email to AP@DDSN.SC.GOV.

Monitoring Services: The Waiver Case Manager must monitor the completed assessment within two (2) weeks of completion to verify that the work is adequate, and satisfactory to the family.

Reduction, Suspension or Termination of Services: If services are to be reduced, suspended or terminated, a written notice must be sent to the participant/representative including the details regarding the change(s) in service, the allowance for reconsideration, and a ten (10) calendar day waiting period (from the date that the reduction/suspension/termination form is completed) before the reduction, suspension or termination of the waiver service(s) takes effect. See *Chapter 9* for specific details and procedures regarding written notification and the reconsideration process.